



Workplace Violence Policy

Number: B-12

Revision: 1

Effective Date:
04-27-2008

Pages: 2

1.0 POLICY

Lee County strives to provide a safe, secure, and healthy environment for citizens and employees which are conducive to the efficient provisions of services to those who may have business with the County. Verbal or physical acts of violence or aggression will not be allowed.

2.0 DEFINITIONS

2.1 Workplace Violence: Any inappropriate behavior taking place in the workplace that involves a substantial risk of physical or emotional harm, fatal or non-fatal injury, or threat of injury.

3.0 PROCEDURE/RULE

Although it is not possible to set forth an all inclusive list of all conduct that may constitute acts covered by this policy, the following are forbidden: 1) belligerence, bullying, or other acts of aggression 2) brandishing a weapon or possession of an unauthorized weapon 3) reference to weapons, incidents of workplace violence to solve problems or 4) misuse of authority that may violate this policy.

- A.** County employees who have been or may potentially be the victim of violence in the workplace must report the incident to his/her Supervisor, his/her Department Director, or the Human Resources Director.
- B.** Employees have an obligation to immediately report any possible situation of violence they witness or become aware of that occurs even if no injury occurs.
- C.** Employees who make false reports will be subject to disciplinary actions.
- D.** Employees that are involved in actual or potential domestic violence should report the incident to law enforcement due to the County's limited ability to become involved in domestic issues. Employees should also make their supervisors aware of potential domestic issues that could affect the workplace.

- E. Abusive language, verbal threats, intimidation, coercion, aggressive or threatening behavior, fighting, physical assault, or battery and other expressed or implied threats of harm are conducive of aggressive behavior and result in disciplinary action up to and including dismissal.

The privacy of employees who have been identified or have identified themselves as victims of violence will be fully respected. Identification will not in any way jeopardize an employee's job. Records and discussions of issues are confidential and will be relayed only to those on a need to know basis to protect others in the workplace.

Once an employee makes a report of workplace violence, the County Manager, Department Director, Human Resources Director, and the County Attorney will assess the situation, identify internal and external services that can assist the employee and develop a plan of action to protect the employee and the workplace.

The Human Resources Department is responsible for implementing an intervention plan of action to protect the employee and the workplace. The intervention may include law enforcement if the safety of the employee or others in the workplace is threatened. All law enforcement protocols when investigating and/or intervening in violent situations that arise in any County workplace will be followed.

- 3.1 **Employee Conduct and Discipline:** The County has zero-tolerance regarding employees who threaten, harass, intimidate, physically or verbally abuse or coerce employees, users of the County services, visitors or management. Complaints regarding employee conduct of this nature will be promptly investigated and with immediate and appropriate action to include: 1) disciplinary action up to and including dismissal, 2) filing of criminal charges, 3) refusal to consider for reemployment of violent employees.

The County reserves the right to make any decisions necessary regarding its handling of violent employees.

- 3.2 **Education:** The County will endeavor to educate its employees to avoid initiating or escalating violent or potentially violent situations, and to withdraw from such situations if at all possible.

4.0 APPENDIX / APPENDICES

None.